

Washington State Department of Health
FACILITIES AND SERVICES LICENSING
HOSPITAL RULES PROJECT – WAC 246-320

Ground rules for Public Meetings

Purpose Statement

The purpose of these meetings is to collect suggestions and input from parties who are interested in the revision of the hospital rules, Chapter 246-320 WAC

Ground Rules

We ask participants to agree to each of the following roles and responsibilities:

1. I understand that each person is an equal participant in the process, and thus has an equal opportunity to voice opinions and contribute ideas. I recognize the legitimacy of the interests, concerns and goals of others, whether or not I agree with them.
2. Since I share the responsibility for ensuring that these meetings are successful, I agree to come prepared for the discussions.
3. I commit to fully explore the issues and search for creative solutions through open, honest and candid discussions.
4. I commit to treating others with respect, civility and courtesy. I will focus on differences of opinion about the issues, not on personalities.
5. I will listen carefully and ask pertinent questions in order to learn about what others are suggesting.
6. In view of the number of proposals and limited amount of time available, I will keep my comments on each proposal brief and to the point.
7. To ensure that I accurately represent the interests of the people and organization I am speaking for, I will communicate with them and seek their advice before providing input in this process.

The Facilitators' Role and Responsibilities:

8. The facilitators will manage the process by keeping discussions focused, ensuring that all points of view are heard, and conducting the meetings according to the spirit of these ground rules. The facilitator has no stake in the substance of the decisions and will remain neutral on the issues.

9. If, during the course of the meetings, any participant has concerns about the agenda or the process, we ask you to share your concerns with the facilitator. The facilitator and the Department can then determine if the agenda or process should be altered.

Agreements and Recommendations:

10. We ask you to make a good-faith effort to reach agreement on recommendations for submittal to the Department of Health. The facilitators will work with participants to agree on one of four levels of support as outlined in the cover letter for this packet.
11. If a participant cannot support the emerging agreement in the group, the facilitator will ask that person to offer an alternative that not only meets her/his interests, but which appears likely to meet the interests of the other parties.
12. When it comes time to determine whether or not there is agreement among participants, we ask that constituent groups speak with one voice.
13. In the absence of agreement, we will ask participants to indicate clearly where they disagree, and their individual level of support for the proposal. The Report on Proposals final document will describe areas of agreement and disagreement. Every effort will be made to state all points clearly, accurately and fairly.
14. During the process, we will revisit recommendations only when it can be demonstrated that new information will improve their quality.

Meeting Agendas, Summaries and Reports:

15. Public meetings are task-oriented. The Department will prepare the agenda and post it on-line for review at least one week before a meeting. Agendas will describe the purpose of the meeting and the issues for discussion, and will be accompanied by information necessary to support informed discussion.
16. The Department will develop a summary of key recommendations and agreements and post it on-line within one week of after each meeting.
17. We encourage participants to review the summaries for accuracy and to alert the Department if they find mistakes.

Thank you for your participation in this process!